

City of Middletown
Finance & Government Operations Commission Agenda
Wednesday, November 26, 2013
Municipal Building Room 208 at 7:00 PM

Regular Meeting

Present: Thomas Serra, Deb Kleckowski, Carl Erlacher, David Bauer, Mary Bartolotta, William Russo, Jody Krupa, Deb Stanley, Stephan Allison, William Warner, William Russo, Damon Braasch, Deputy Police Chief Michael Timbro, Captain John Lozefski

Absent: Hope Kasper

1. Thomas Serra called the meeting to order and requested a motion to approve the minutes from the October 30, 2013 Finance and Government meeting. Minutes could not be approved due to lack of previous committee quorum.

2. Public Comments on the Agenda: None

3. Administrative Procedures of Commission reviewed by Carl:

- Confirmation of meeting time
- Overview of Regular Reports

Carl Erlacher discussed the time in which the Finance and Government meetings are held; would this commission like to leave it at 7pm. Four in favor and none opposed. Carl then discussed that this commission usually doesn't have an official meeting set for December, please let Carl know if a Special Meeting will be required.

Tom suggests that a motion be made to adopt Roberts Rules. Deb Kleckowski makes a motion to accept Roberts Rules and David Bauer seconded. Four in favor and none opposed.

Carl explained the overview of the Regular Reports that are in each of their packets.

Tom requested that the Tax Assessors' Office information also be part of the Regular Reports.

2. The following Departments have submitted items to be discussed:

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TOWN CLERK
MIDDLETOWN, CONN.

- **Police - Resolution requesting transfer of \$10,750 CNR funds to new line item for UPS Battery Replacement; LoCIP request for \$9,000 and creating of new line for extension of smoke stack on Police building roof**

Deputy Police Chief Michael Timbro discussed the \$9,000 LoCIP request for the extension of the smoke stack on the Police building roof.

David Bauer made the motion to approve, Tom seconded.

- Approved unanimously to send to Council Floor –

Deputy Chief Timbro also discussed the transfer of \$10,750 CNR funds into a new line item for the UPS Battery Replacement.

David made the motion to approve, Tom seconded.

- Approved unanimously to send to Council Floor-

- **Arts & Culture – Appropriation request for \$1,250 to cover minimum wage increase and cost of conducting mandatory background checks on summer program staff for Kids Arts**

Stephen Allison discussed that background checks are only done on employees that are 18 and older. He stated that it was against the law to do the background checks on minors.

David made the motion to approve, Deb seconded.

Mary made the motion to approve the \$250.00 minimum wage increase request, David seconded.

- Approved unanimously to send to the Council Floor –

- **Recreation – Appropriation request for \$3,000 to cover minimum wage increase and cost of conducting mandatory background checks on camp and aquatic staff**

Deb Stanley stated that Joe Samolis requested that background checks be done yearly. Deb stated that they have only done background checks on volunteers for the past two years.

David made the motion to approve, Deb seconded.

-Approved unanimously to send to Council Floor-

- **Planning & Zoning – Appropriation request for \$8,000 to conduct two yellow book appraisals on potential open space parcel to submit open space funding application to State; Resolution requesting submission of application to CT Office of Culture and Tourism for \$20,000 to review eligible historic buildings in Middletown**

William Warner discussed the proposed purchase of 129 acres on Mt. Higby for the sum of \$680,000. He explained that this is just the beginning of the application process and discussed the matching fund. The \$8,000 requested would cover the cost of the two yellow book appraisals that are required in order to proceed with the application. If approved the state would provide through grants possibly up to 65% and we would pick up the balance of the 35% of the cost.

David made the motion to approve, Deb seconded.

The second request was for \$20,000 for the submission of application to the CT Office of Culture and Tourism to review the eligible historic buildings in Middletown.

Deb made the motion to approve, Mary Bartolotta seconded.

-Approved unanimously to send to Council Floor-

- **Public Works – transfer of two (2) vehicles used for snow plowing from Water & Sewer; approval to expend \$2200 from Contractual Services line to certify eight (8) Parks employees in pool maintenance; Resolution requesting approval of Bid Waiver for installation of Auto Lube System to John Deere Loader for \$6994.80**

William Russo explained that the vehicles transferred to Public Works from the Water/Sewer Department are only going to be used for Snow Plowing.

David made the motion to approve, Deb seconded.

Bill discussed the \$2,200 request for the certification of 8 Parks employees in pool maintenance; currently only one individual has the pool certification in this department. He explained that it would be a two day class and on a volunteer basis. The funding would come from a line transfer.

Mary made the motion to approve and Tom seconded.

Bill explained the bid waiver resolution request for \$6994.80; installation of an Auto Lube system for the John Deere loader. The request to have W.I. Clark install this system to avoid warranty problems in the future.

Mary made the motion to approve, Deb seconded.

Bill requested a \$60,000 appropriation to provide sufficient funding in the Sanitation CNR line item to purchase Big Belly Solar Trash container.

-All were approved unanimously to send to Council Floor-

David asked if all training expenses went through this commission.

Carl stated, yes.

- **Registrar of Voters – confirmation of mandatory attendance at September 2013 State sponsored Registrar of Voters Conference for three employees, totaling \$210.00**

Carl explained that the conference had taken place, this was just informational only.

Mary requested that all Departments be reminded that they need to follow protocol, whether it be for conferences and/or purchases that require prior approval from this commission.

- **Assessor/Finance – status of property revaluation (preliminary projection)**

Damon Braasch explained that Vision Government Solutions is still processing its data. A copy of the most recent progress report from Vision is included in the F & G packet. He stated that the actuals will not be known until after the revaluation hearings have been completed. A closer estimate should be available in January.

-Informational Only –

- **Finance and Government Commission 2014 meeting schedule**

-Approved unanimously -

3. Regular Reports

- Transfer of Funds
- General Fund Appropriations
- City's Investments
- Monthly Expenditure Summary Report
- Tax Collection Recap Report
- Department Over-Time Reports

4. Other

5. The next meeting is January 29, 2014 at 7:00 pm in Room 208

Meeting Adjourned

Tracks: MZ000001-23

Respectfully Submitted by,

Tracy Vess on behalf of Carl R. Erlacher